

BRA EMPLOYMENT OPPORTUNITY**PLEASE POST!!****TITLE: SENIOR PLANNER III****JOB POSTING NO.****16-06****POSTING DATE:****3/1/06 REV: 7/26/06****EMPLOYMENT STATUS:****BRA Development Program Employee
(See Definition Attached)****EXTERNAL DATE:****3/14/06****FILLED BY:****DATE:****NAME:****DIV/DEPT: PLANNING**

SUMMARY: Under the direction of the Director of Planning, serve as the manager for the formulation, execution and completion of the Planning Division's various planning studies and initiatives. Conduct and manage planning research and studies; engage community and other constituencies to solicit input and feedback; represent the Agency in planning activities. Lead and participate as a member of an interdepartmental project team charged with conducting various planning studies. Create successful strategies; coordinate activities of all participants; manage Consultants/Consulting teams.

Coordinate and participate in formulation of major special planning and development initiatives and design guidelines; manage planning research and studies; engage community and other constituencies to solicit input and feedback; represent the Agency in planning activities. Lead and manage staff to achieve City goals for special planning projects. Participate in the formulation of planning initiatives and design guidelines for specific city districts or areas.

Develop strategic planning and project management approaches to complex city-building initiatives

- Define objectives and scope of planning projects; develop and execute studies and surveys.
- Address complex intergovernmental, technical and community relationships and interests.
- Research, draft and present reports, planning documents, public meeting summaries, proposal updates, etc.
- Represent the Agency in meetings and on committees and task forces.

Coordinate and manage planning concept development, urban design, infrastructure, landscape, budget and finance, programmatic planning, and other appropriate strategies in support of the planning studies.

Create successful strategies; coordinate the activities of all participants in the planning study team, schedule and lead meetings; create agendas, handle project-related administrative and communications activities.

Lead and manage urban design and planning proposals.

Lead and manage feasibility and other studies required by planning initiatives.

Manage consultants and consulting teams contracted to assist in carrying out planning studies. Guide the work plan, reviewing products, appropriate communications and administrative functions relating to the creation and fulfillment of the consulting contracts.

Lead, coordinate and manage activities of project team members, including other city departments and state and federal agencies charged with conducting various planning studies.

Coordinate with appropriate City departments, which may vary according to the activity and phase of the planning project. These may include: (Boston Public Works, Boston Transportation, Boston Parks & Recreation, Budget Office/Capital Budget, the Mayor's Office, Office of Cultural Events and Tourism, etc).

Coordinate and manage relations with community, stakeholders, abutters and other key participants from the public at large, regarding public information, public participation, community issues, and all appropriate communications and public involvement issues.

Meet with representatives of various public agencies, community or civic groups, business/commercial/institutional organizations and other involved parties to solicit input regarding needs and concerns; organize and lead project committees.

Oversee committee activities and assignments concerning specific projects and the follow through of committee involvement, presentation of information and negotiation to achieve consensus while promoting Agency positions on various issues.

Support the BRA senior staff, communications office and other key advisors, providing materials for presentations and media relations.

Represent the Agency to other city, state and federal agencies.

Establish and maintain current knowledge of agency planning initiatives.

Respond to public inquiries.

Perform other related duties as required.

QUALIFICATIONS: Work requires a Masters degree in either Urban Design, Planning, Architecture or the equivalent. Leadership and technical experience required in urban planning, project management, construction management, or related design/physical development fields. Familiarity with complex urban projects, neighborhoods and commercial districts and knowledge of applicable zoning, land use, environmental laws and regulations are required. Must have 10 years of related experience with expertise in managing complex planning and physical development projects from concept through completion. Previous management experience, which may include coordination and management of interdisciplinary, intergovernmental relations and consultant teams in a public sector environment is highly desirable. Excellent public demeanor, strong graphic and verbal presentation skills are required.

GRADE: 22**HIRING RANGE: \$61, 685.55 - \$ 77, 117.53**

To apply:

Submit resume to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: hr.bra@ci.Boston.MA.US Fax: 617-918-5458**An Affirmative Action/Equal Opportunity Employer****Auxiliary aids and services are available upon request to individuals with disabilities.****BOSTON RESIDENCY REQUIRED ON DATE OF HIRE.**

RESOLUTION ADOPTED BY THE
BOSTON REDEVELOPMENT AUTHORITY
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.